

THRU : Chief, Administrative Staff
Chief, Industrial Division
Chief, Shipbuilding Branch

27 April 1959

Publication of an Office Periodical by ORR.
REF : Chief, Administrative Staff - Memo of 1 April 1959.

1. Referenced memo has been circulated through the Branch and the following comments represent Branch opinion:

(a) Publication of an ORR weekly or monthly periodical is desirable and will be of value in building morale and an esprit de corps of the office.

(b) A weekly publication is preferred to a monthly. (See below)

(c) A weekly periodical will require the full time of at least two people and if it is to be anything more than a "hatched-matched and scratched" type of journal and include substantive articles then several hours time will be required by several branches for each issue. For this reason, a monthly may be all that can be afforded time wise.

(d) The format should include a cover and magazine make up if it is to be any improvement over the present "Diary". It should contain articles on recent research and on research techniques. Controversial subjects should of course be avoided.

25X1A9a



Distribution:

Orig. & 1 - Addressee

1 - D/I

1 - T/SW

25X1A9a

ORR/D/I/SW [REDACTED] dmb:3033 (27 April 1959)